

# 2022 Annual Meeting

## Instruction guide for Online Meeting

11 March, 2022

### Table of Content

1. Instruction on Zoom
2. Guide for Presenter
3. Guide for Chairperson
4. Guide for Attendee

### 1. Instruction on Zoom

#### 1.1. About Zoom

Zoom <https://zoom.us/>

We will use Business plan of Zoom for 2022 Annual Meeting. All sessions will be held as “Meeting”.

Please download the latest version of Zoom application. If you cannot use Zoom application, please use Zoom on browser.

In order to facilitate the meeting, we would recommend you to use your personal computer rather than mobile or tablet. We also recommend you to connect your PC to wired network or to prepare a high speed Wi-Fi to avoid any disconnection or latency.

Please prepare a microphone and camera. We recommend you the use of headset in order to avoid any noise feedback.

When you join a presentation, please turn on your camera because it makes sessions active by showing panelists’ and attendee’s faces. Chairperson or session administrator might ask you to turn off a camera depending on a network condition.

Please access to Zoom Support for the instruction manual:

Zoom help center: <https://support.zoom.us/hc/en-us>

If you are new to Zoom, please access to Zoom Test Meeting to test your audio and video settings in advance of the meeting.

Zoom Meeting Test: <https://zoom.us/test>

## 1.2. Terms and Roles within Zoom

Home host: Administrator of Annual meetings held at 2022 Annual Meeting. Society administrator (including students) is designated as the Home host.

Co-host: Administrator of each meeting. For oral presentations, chairperson will be designated as Co-host. For planning lectures, chairperson or session administrator will be the Co-host.

## 1.3. How to Join a Meeting

Please log into the 2022 Annual Meeting website and click the URL of the presentation you are willing to join.



ブラウザが表示しているダイアログの**Zoom Meetingsを開く**をクリックしてください

ダイアログが表示されない場合は、以下の**ミーティングを起動**をクリックしてください



After you have joined the meeting, please change your display name following the guidance below:

Oral presentation:

1. Presenter: presentation number\_fullname\_affiliation  
e.g.) 1X01\_Tom Smith\_AESJ
2. Chairperson: presentation number\_fullname\_affiliation  
e.g.) 1X01-03\_Tom Smith\_AESJ
3. Attendee: fullname\_affiliation  
Tom Smith\_AESJ

Planning Lecture:

1. Presenter: session number\_fullname\_affiliation

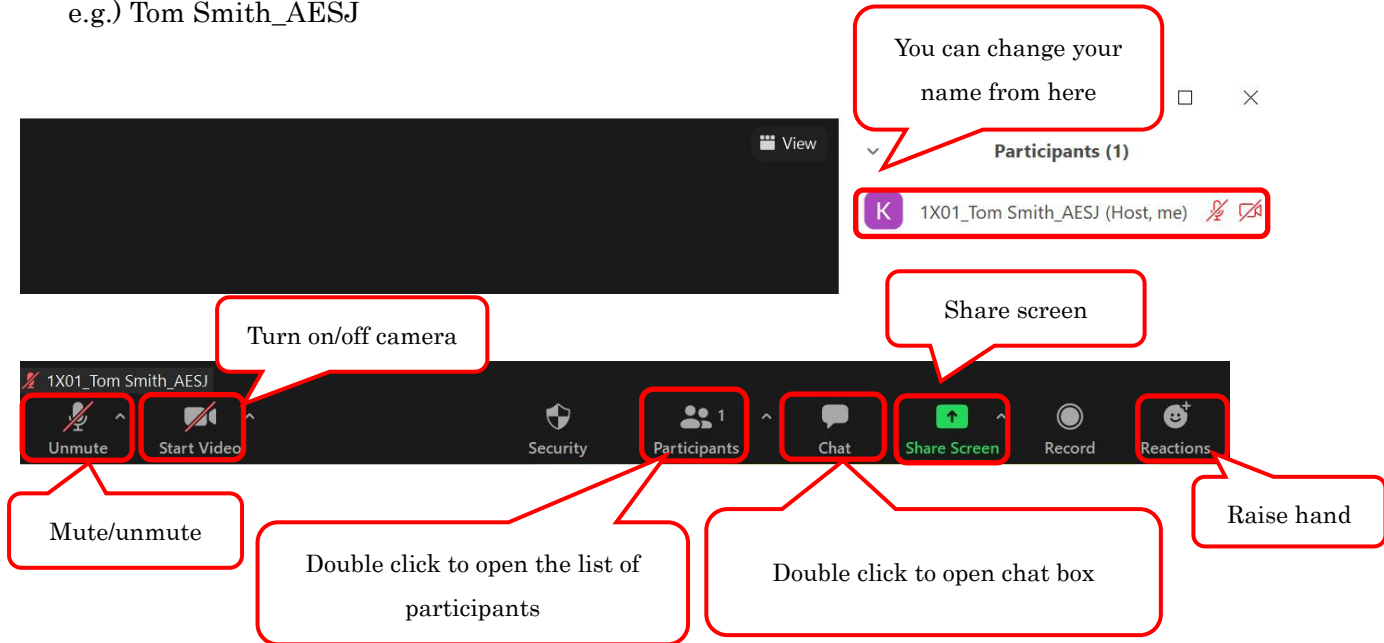
e.g.) 1X\_PL01\_Tom Smith\_AESJ

2. Chairperson or Session administrator: session number\_fullname\_affiliation

e.g.) 1X\_PL\_Tom Smith\_AESJ

3. Attendee: fullname\_affiliation

e.g.) Tom Smith\_AESJ



### **\*NOTE\***

Please be aware that one account is eligible for one person only. If the administrator notices more than one person are joining the meeting from a single account, we might ask you for the payment status.

### **1.4. During Meeting**

Please mute your microphone when you join the meeting. Presenter or chairperson should unmute only when speaking.

If you are a Chairperson for oral presentation, please inform the Home host that you have joined the meeting through the Zoom chat.

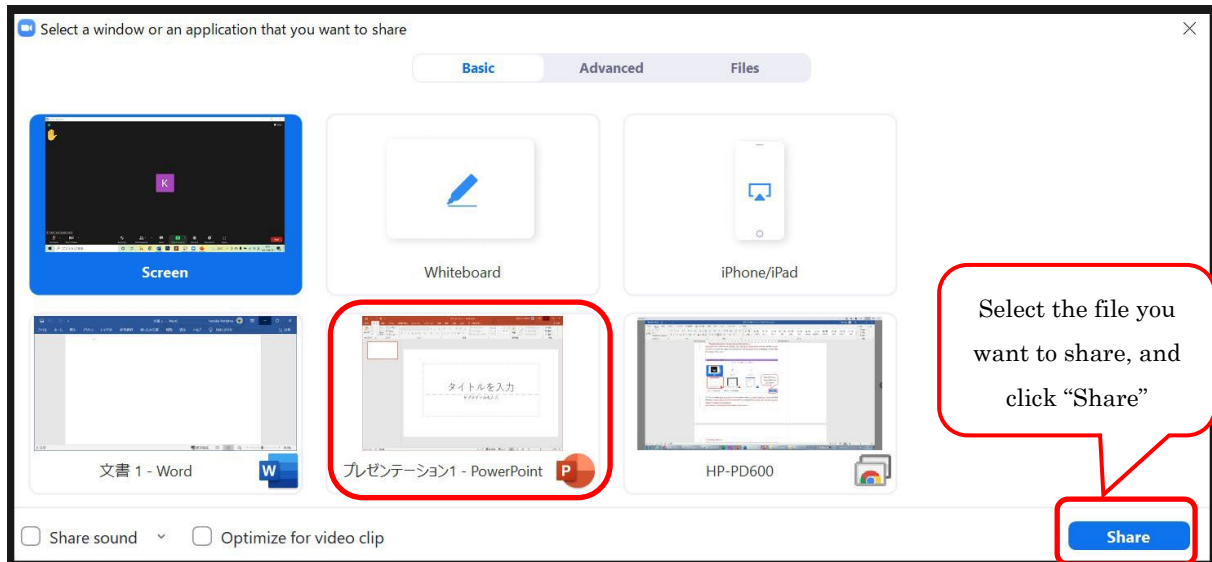
<Presenter>

(1) When a chairperson speaks out the presentation number or your name, please unmute your microphone and start speaking.

(2) You may share your documents by using a screen share of Zoom. We have encountered a case where a presenter had failed to share their screen properly. To avoid such troubles, please share your screen by either of the following procedures:

- Start your presentation after sharing the PowerPoint application window.
- Start PowerPoint in slide view mode, and share the slide view window, or, select the

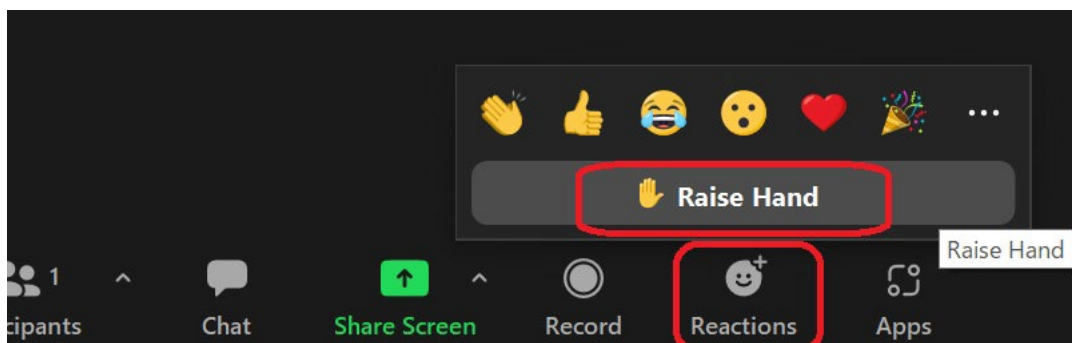
individual application you have opened up in your computer by pressing the ‘Share’ button. Although you are familiar with the Zoom application, please try and test under the same environment you will be using at the Meeting to make sure everything works well.

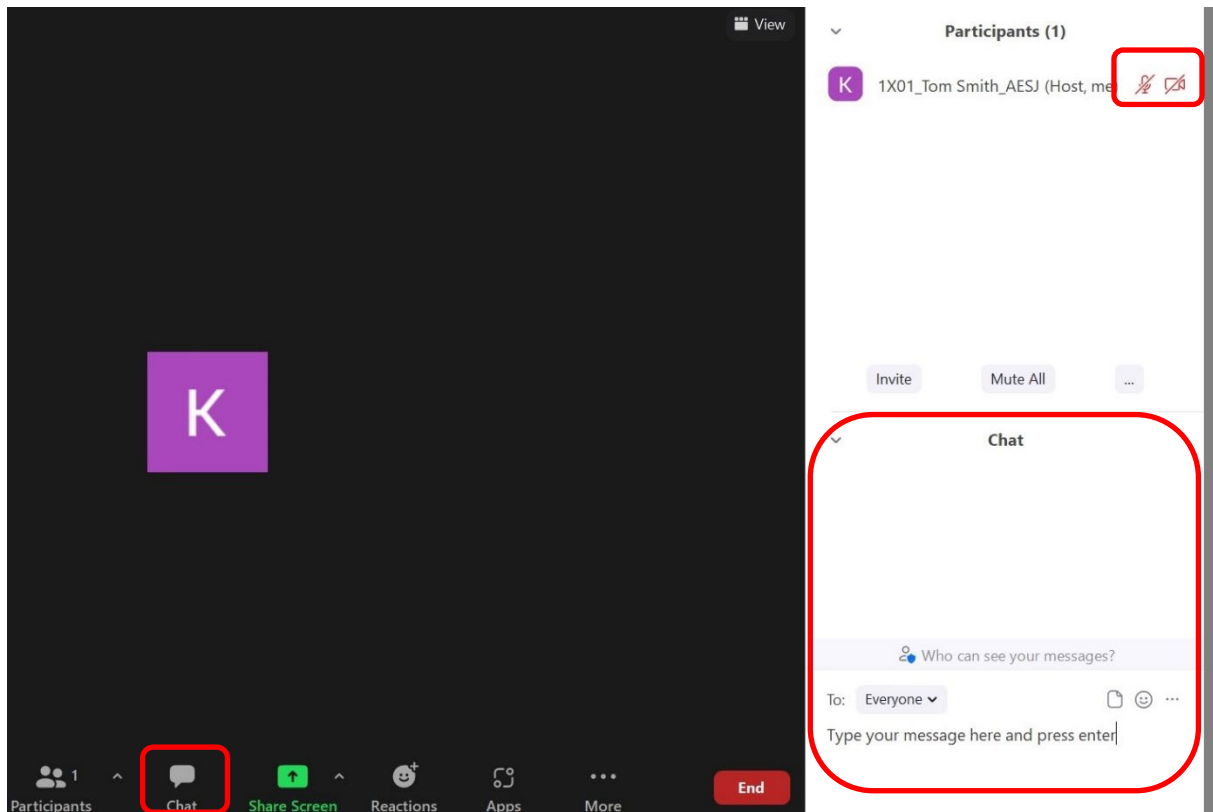


(3) If you cannot turn on your camera due to a reason such as a poor network condition, please inform the Chairperson. In such case, you may present without turning your camera on.

<In general>

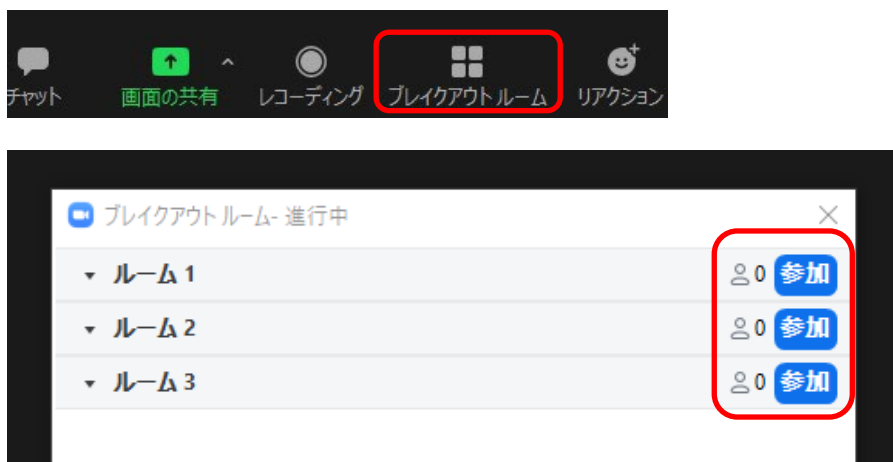
(1) For Q&A session, please use “Raise hand” or Chat box. Chairperson will decide and inform the audience of which functionality will be used in the session. Please follow the chairperson’s instruction. The position of buttons may vary depending on your device.





### 1.5. Breakout room ☆NEW☆

From this Annual meeting, we will prepare a breakout room for the attendees to facilitate the discussion during or after the presentation with the presenter. Every session has multiple breakout rooms. There also a meeting room for breakout rooms only. Please feel free to use these breakout room functionalities for you to communicate with the participants.



You may use the Chat functionality to discuss with others on which breakout room you wish to use. Please make sure that you send a chat message to only those you wish to have a

conversation with. Once decided the room number to use, you may click on the breakout room icon and select the room you wish to join.

Please be noted that once you enter the breakout room, you will not be able to listen to the presentation.

Breakout room is available anytime during the active meeting hour. Once you left the breakout room, you will return to the meeting room, or you may leave the meeting itself from the breakout room directly if you wish to do so.

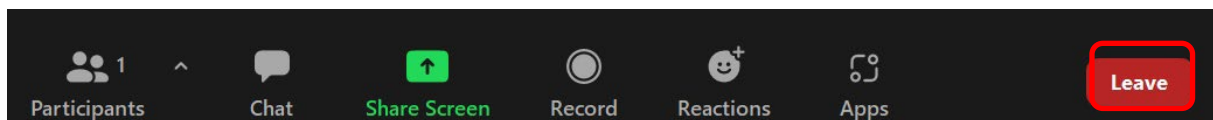


You may use the breakout room until the last session of the day finishes. Please follow the guidance from the Host and leave the room once the last session of the meeting ends.

## 1.6. Leave a Meeting

Presenter may leave the meeting after your presentation unless the chairperson asks you to stay. You may of course stay in the meeting as an attendee.

Chairperson may also leave or stay in the meeting after the session.



## 2. Guide for Presenter

### 2.1. Zoom test in advance

We will provide the test environment in advance of the Meeting. Please refer to the meeting website for the date and how to proceed with the Zoom testing. In regardless of your Zoom expertise, we would request everyone to attend the test under the same environment you will be using at your presentation in order to conduct sessions smoothly.

We will also be providing the test environment throughout the meeting period. If you have missed to join the test during the test period or if you wish to try just before your presentation, please use the meeting room set up for a test purpose.

### 2.2 Joining a Session

Please enter the Zoom meeting room before the starting hour of the session which you are making your presentation. The first presenter of the session needs to join 10 minutes in advance of the set time.

Please change your display name to “presentation number\_fullname\_affiliation”. Please make sure to mute your microphone when you first join the meeting and unmute when you present your work.

Please be ready to share your presentation documents while you are waiting.

We have encountered a case where a presenter had failed to share their screen properly. Especially when you are connected to multiple display screens including projectors, sometimes slide editing screen or the presenter’s view is shared to the audience. To avoid such troubles, please share your screen by either of the following procedures:

- Start your presentation after sharing the PowerPoint application window.
- Start PowerPoint in slide view mode, and share the slide view window, or, select the individual application you have opened in your computer by pressing the ‘Share’ button.

### **2.3. Making a Presentation**

When your name or your presentation number is called by chairperson, please unmute your microphone and start your presentation. You may share your documents by your own discretion.

Presentation time is 10 minutes, followed by five minutes Q&A session.

Although a timer will be shown on the Home host screen, please manage the presentation time by your own and make sure not to overrun your time. Please follow the instruction given by the chairperson. When there are many audiences, you may not be able to find the timer. In such case, you may change the Zoom display to “Gallery view” mode and change the order of screens by dragging it.

Please follow the instruction given by the chairperson for the Q&A session.

### **2.4. Closing a Presentation**

Please finish sharing your screen right after your session and mute your microphone.

You may stay in the meeting room and attend the next session as an attendee or you may leave or move to other sessions. If you wish to stay or move to other session as an attendee, please follow the “Guide for Attendees”.

### **2.5. Note**

Although you were unable to make a presentation due to a reason such as a network connectivity issue, we will consider that your presentation has been made since your abstract is published online.

## **3. Guide for Chairperson**

### **3.1. Guidance for Chairperson**

We will carry out a guidance for chairperson on Zoom during the week commencing 7 March

2022. Details of the guidance will be announced to you directly. We will explain how to conduct meetings according to this guide. If you are unable to participate in this guidance, please check the recording which we will upload on our website. The recording will be available for a limited time, and it will be in Japanese.

You may also test using Zoom during the Zoom test period offered for Presenter.

### **3.2. How to Join the Meeting room of your session**

Please join the meeting room at least 10 minutes before your session and change your display name to “presentation number-in-charge [Chair]\_fullname\_affiliation” (e.g., 1X01-03[Chair]\_Tom Smith\_AESJ). Please make sure to mute your microphone when you first join the meeting room.

Please inform the Home host that you are the chairperson right before the start of your session or when you joined the meeting room through chat so that the Home host can assign you as Co-host.

### **3.3. How to Conduct a Session**

1. Please unmute your microphone and declare that you will start the session. Please call out presenters by their name or presentation number according to the program.
2. Before starting the session, please check the name of presenters in order to make sure that there is no change in presenters. If there is a change, please fill in the session report and submit it to the society administrator.

Alternative presenter must be a co-presenter whom listed on a proceeding paper or the web program and limited to the AESJ member. Otherwise the session has to be withdrawn. (If an alternate presenter is a non-AESJ member, that person needs to apply for AESJ membership)

3. Please instruct presenters to call out below two items before they start presenting:
  - Title of the presentation
  - Name and affiliation of the presenter
4. Presentation time is 10 minutes, followed by five minutes Q&A session. The Home host shows timer on a host screen, so please refer to it to conduct the session. The color of the timer will change at last 2 minutes (8 minutes from the start), at the end of the presentation (10 minutes from the start), and at the end of Q&A session (15 minutes from the start). If you cannot see the timer on your screen, you may change the Zoom display to “Gallery view” mode and change the order of screens by dragging it.
5. Before starting the Q&A session, please make an announcement to all attendees to use “Raise hand” or “Chat” when they ask questions. You may also accept verbal questions. Please ask attendees to call out their names and affiliations before asking questions. Chairperson is responsible for how to organize the Q&A session. Please encourage audiences to raise as many questions as possible and drive debates.



6. If there is a change in session time or order of presentation, please adjust within the given time. Extra time is provided in each session so please deal with any issues flexibly.
7. If a presenter withdraws presentation on the day of the session and there is no replacement, please do not start the next presentation but alter that time to a break.
8. Please point out to the presenter clearly when you find the quality of the presentation is low (e.g., Presentation slides are not well prepared, content of the presentation is poor or its quality is rough).
9. If you face any trouble which avoids you to conduct the session smoothly, please let the Home host know as soon as possible.

### **3.4. Closing a Session**

Once all the presentation is made and the session completes, please declare that the session is over. Then, the Home host will unassign you from Co-host.

After you are unassigned, please mute your microphone.

Please send the session report to the society administrator after the session.

You may stay in the meeting room and attend the next session as an attendee or you may leave or move to other sessions.

If you wish to stay or move to other session as an attendee, please follow the “Guide for Attendees”.

### **3.5. Troubleshooting**

1. If a presenter is unable to start the presentation within 5 minutes after the start of the session due to a machine trouble, you may change the order of presentation to conduct the session smoothly. You have an extra time for the session, so please take care of such troubles flexibly.
2. If you are unable to attend as a chairperson by any reason, please ask the member of Program Arranging Working Group who appointed you as a chairperson, and assign alternative chairperson then inform the society administrator the name of alternative chairperson.

If the chairperson of the session fails to join the meeting by the time of the session, we may ask the chairperson of a previous session or a next session, or a participant who is already in the meeting room to be an alternative chairperson.

3. If the presenter is unable to make a presentation due to a reason such as network connectivity issue, we will consider that his/her presentation has been made since the abstract is published online.

### **3.6. Miscellaneous**

The meeting organizer accepts media coverage. They are in the same meeting room as attendees. The media is being informed that they need to ask for a permission from the presenter if they wish to release news article of the presentation. The same notice will be

announced at the Annual Meeting website but please make an announcement on this to the attendees at the beginning of each session.

We will strictly prohibit any video or audio recording, and taking screenshots of the session by any of the attendees. (Recording of each session is done by the Home host)

#### **4. Guide for attendee**

##### **4.1. Preparation for using Zoom**

If you are new to Zoom, please access to the Zoom Test Meeting provided by the Zoom help center to test the video and audio. The Zoom Test Meeting can be access from below URL.

Zoom help center Test Meeting:

<https://support.zoom.us/hc/en-us/articles/115002262083>

Test Meeting:

<https://zoom.us/test>

You may also use the test environment we provide to try how it works. In this case, please make sure to use the same environment as you will be using for the meeting. For details of the test, please refer to the Annual Meeting website.

##### **4.2. Joining a Session**

You may join the session that you wish to listen anytime you want.

Please change the Zoom display name to “fullname\_affiliation”. Please make sure to mute your microphone when you join the meeting.

##### **4.3. During a Session**

Please mute your microphone during the session.

You can ask a question by using “Raise hand” or “Chat”. Chairperson of the session will inform to the audience which function to use during the session. If the chairperson allows, you may also ask a question verbally by unmuting your microphone. Please follow the instruction given by the chairperson of each session.

Please do not share your screen at any time.

Video and audio recording and taking screenshots are strictly prohibited.

##### **4.4. Leaving a Session**

You may leave and re-enter to the session anytime you want.

If you wish to join a session as a presenter or a chairperson, please follow the “Guide for Presenter” or “Guide for Chairperson”.